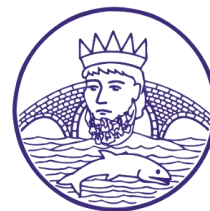


King Athelstan Primary School

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admin@kingathelstan.rbksch.org
www.kingathelstan.kingston.sch.uk



Headteacher: Emily Newton

29th September 2023

Dear Families,

This term we are offering parent/carers consultation meetings for Nursery - Year 6 in person as well as online, so families can choose which they prefer. There is one day of each available. We are doing this on a trial basis as we have had lots of positive feedback about online meetings, as well as requests for in person. All meetings, whether online or in person, will be strictly 10 minutes long. The meetings will be taking place on:

Tuesday 17th October 3.30pm - 6.00pm **in person only**

Thursday 19th October 4:00pm - 6.30pm **online only**

*Please note if your child is in our 2 year old provision 'Little Klee', appointments will take place with Barbara Favretti **in person** on Tuesday 17th October between 1.30pm - 3pm.

Bookings should be made using the link below which will be open from **7.00am on Monday 2nd October** and will close at **9.00am on Tuesday 17th October**. After this time please contact the school office to make or change bookings. It is essential that you attend these meetings for each of your children.

<https://kingathelstan.parentseveningsystem.co.uk>

When logging on you will need to use your child's **Preferred Forename, Preferred Surname, Date of Birth** and the email address currently registered with school (see example below). Once a booking has been made you will be sent a booking confirmation by email.

In preparation for an online meeting, you will be able to join it prior to your meeting time. Please login to the parent evening system via the booking confirmation or the link above. **However, you will not be admitted into the meeting until your allocated time.** Your time slot automatically ends 10 minutes from the start time so please make sure you are logged in on time.

For in person meetings, please enter school via the school office just before your timeslot and make your way to your child's classroom. There will be a waiting area outside the classroom for you to wait if the previous family are still there. Meetings are 10 minutes and teachers have been asked to keep to this timescale using timers similar to the online system.

Parent/Carer Drop in Book Look Reception - Y6 (Not Nursery)

There will be an opportunity for parents and carers from R-Y6 who have had online meetings to come into classrooms before half term to have a look at their child's work and talk to them about their learning. This will be on Friday 20th October 3.20pm - 3.50pm. Staff will not be available in this slot.

KS1/2 Book Looks: On the day please wait with your child/ren on the grass area in the KS1 playground, away from the one-way system, until 3:20pm. When all children have been dismissed, you will be called in by your child's teacher. Once you have seen the books, please leave promptly at 3:50pm.



Reception: On the day please wait with your child/ren outside the classrooms, and allow the other children to be collected. At 3:20pm you will be called in by your child's teacher. Once you have seen the books, please leave promptly at 3:50pm. (If you are collecting siblings in KS1/2, please collect them first and then come to the reception classrooms through the KS1 playground.)

A letter is being sent separately about arrangements for appointments of children with SEND Support Plans which will take place in the week beginning 30th October.

Please see separate attachment for a Parents/Carers guide on 'How to attend appointments over Video Call.' If you have any difficulty with booking online, please contact the office for assistance. Please remember that the link for your appointment will be in your confirmation email.

Yours sincerely,



Emily Newton

Headteacher

King Athelstan Primary School

Parents' Evening System

Welcome to the King Athelstan Primary School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title

First Name

Surname

Email

Confirm Email

Student's Details

First Name

Surname

Date of Birth

Log In